



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Preschool Transition Application Getting Started

Designate a Special Education Portal – Preschool Transition Administrator

The Special Education Portal – Preschool Transition Administrator is the person(s) in the district responsible for managing access to the Preschool Transition application. All districts must have at least one individual designated as the Special Education Portal – Preschool Transition Administrator. The designation of a Special Education Portal – Preschool Transition Administrator is completed in the district by the District Security Administrator.

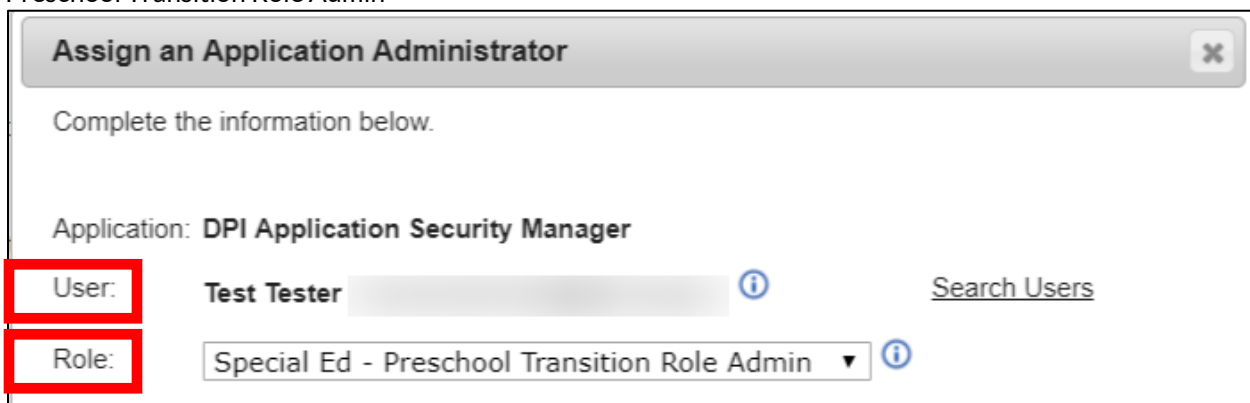
- District Security Administrator logs into Secure Home and selects 'DPI Application Security Manager (ASM)' from the list of available applications - <https://apps2.dpi.wi.gov/secure/home>



- District Security Administrator hovers over the 'Manage Security' tab and selects 'As a Security Administrator/Assign a new Application Administrator'



- District Security Administrator searches for the User either by WAMS ID or name and selects as the Role 'Special Ed – Preschool Transition Role Admin'



Assign Users to the Preschool Transition Application

The Special Education Portal – Preschool Transition Administrator assigns users with access to the Preschool Transition application. Individuals responsible for receiving notifications and referrals as well as reporting Indicator 12 data should be granted access to the application.

- Special Education Portal – Preschool Transition Administrator logs into Secure Home and selects 'DPI Application Security Manager (ASM)' from the list of available applications - <https://apps2.dpi.wi.gov/secure/home>



- Special Education Portal – Preschool Transition Administrator hovers over the 'Manage Security' tab and selects 'As an Application Administrator/Assign an Application User to an application role'



- Special Education Portal – Preschool Transition Administrator selects as the Application 'Special Ed Portal – Preschool Transition' and then searches for the User by either WAMS ID or name and selects a user Role

A screenshot of the 'Assign an Application Level Role' form. The title is 'Assign an Application Level Role' with a close button. Below the title, it says 'Complete the information below.' There are three input fields: 'Application:' with a dropdown menu showing 'Special Ed Portal - Preschool Transition', 'User:' with a text input field containing 'Test Tester' and a 'Search Users' link, and 'Role:' with a dropdown menu showing '---'. Each of these three input fields is enclosed in a red rectangular box.

A user may have the Role of LEA User or LEA Admin. Both roles can view notifications and referrals and complete the Indicator 12 reporting. The LEA Admin role is also able to identify the individuals to receive the notification and referral email alerts.

Identify Individuals to Receive Notification and Referral Email Alerts

When the LEA receives a notification or referral from the Birth to 3 Program, individuals in the LEA will receive an email alert. These email alerts will always be sent to the director of special education. The LEA can also identify additional individuals to receive these email alerts.

- Login to the Special Education Portal and select the 'Preschool Transition Application' - <https://apps4.dpi.wi.gov/SpedPortal>

▲ Early Childhood Applications		Required Actions
Indicator 7: Child Outcomes	?	Continuous Collection
Indicator 12: Preschool Transition		Continuous Collection

- Click on the LEA Contacts tab

	Preschool Transition Part C (Birth to Age 3) to Part B (Age 3-21)	Referrals	Notifications	LEA Contacts	Reports ▼	Select District	Admin ▼	Resources
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- Click the 'Add Contact' button

Special Education LEA Contact			
Contact Name	Title	Telephone	E-mail
<small>An email alert is sent to individuals in the local education agency (LEA) when it receives a child notification or referral from the Birth to 3 Program.</small>			
<small>Individual to receive the Child Notification and/or Referral email alerts. Add a contact for each individual to receive an email alert.</small>			
<input type="button" value="+ Add Contact"/>			

An individual can be identified to receive only the notification email alerts, only the referral email alerts, or both.